

GENERAL INFORMATION

A Common Data record must be entered before any other information can be entered.

The Nickname is generated from the first letter of the First Name, Middle Initial and the first six (6) characters of the Last Name. If the Middle initial is blank, a dash (-) is used to make up the Nickname.

Before a name change is done, all outstanding file requisitions need to be transferred to another user. After the name change is complete, the file requisitions can be sent back to the original user.

DO NOT use punctuation when creating Common Data Records.

TRANSFERS OR RESIGNATIONS

The following are the procedures for an employee who transfers to another section or resigns:

Verify the following information with the supervisor:

- All pending bills and/or maintenance are complete.

- All pending journal vouchers needing approvals are complete.

- All pending file requisitions or any files still under the employee's name are complete.

All files and transactions must be cleared before the profile records can be deleted.

The application records (CAR, JV, etc.) that have been established for the employee need to be deleted.

The Common Data record is **NOT** to be deleted.

MODELS

A "MODEL" User ID may be entered in the model field to electronically populate the entry fields on the specific screen. Name fields and employee specific information will **NOT** be populated.